



12 Bancroft Terrace, Newlands  
Wellington 6037. Phone: (04) 478-7037  
[www.bellevue-newlands.school.nz](http://www.bellevue-newlands.school.nz)

Monday 30 August

Kia ora Parents/Caregivers and Families of Essential Workers

### **Return to School for your Child/ren on Wednesday 1 September**

We are looking forward to seeing you on Wednesday as the country moves into Level 3 and the adults in your family have to physically return to work themselves. The school is working closely with the Ministry of Education and Health to ensure students and staff who return to the school environment are safe.

Please note the following protocols for meeting us to drop off your children and to collect them at the end of the day. Students need to be dropped off and picked up outside the school grounds. All pick ups and drop offs will be in the school car park for the duration of Level 3. Please use your phone to scan the QR code displayed for your own contact tracing.

**On Wednesday** we ask that you drop your child/ren between 8:45am and 9:00am. Each day a teacher will meet you at the gate beside the Reading Recovery Room near Room 1. Please line up 2 metres apart, as you do when you go to the supermarket. When we meet you, we will ask you to sign a Contact Register for your child/ren. Also we will arrange with you the staggered pick up time and staggered drop off time for your family during Level 3. This will reduce waiting time in line for you and your family for subsequent drop off and pick ups. At the end of the day a teacher will meet you at the gate to return your child to you. Again, please line up at a 2 metre distance apart.

We have a Student Covid-19 Return to School Induction Form that your child will need to complete with us **on Wednesday**. We thought that you might like to talk with them about this [Student COVID19 Induction Sheet](#), look at the one of the stories about returning to school [Starting Back at School Level 3, When some kids went back to school, Post COVID transition - in Te Reo](#) and discuss the following list with them as part of their preparation for coming back to school. It is really important that you help them understand that when they come to school during the next few weeks, school will not be the same as it was before the Level 4 lockdown.

**Points to note** - students will:

1. Not be in their own classroom, but will be in the same classroom area each day
2. Not be with their own teacher - there are two teachers assigned to each bubble and these are the teachers they will work with each day (unless they have a cold, etc)
3. Be with their siblings in the same bubble
4. Be in a bubble of no more than 10 students and with these same students every day
5. Need to continue to use safe hygiene practises (as per [Student Covid-19 Return to School Induction Form](#))
6. Will be at least 1metre apart at all times they are in the classroom/inside
7. Will be at least 2 metres apart at all times outside
8. Have their own table/desk to sit at
9. Have their own equipment to use throughout Level 3
10. Be supervised to do the same distance learning as those in their hub at home
11. May bring games/equipment from home for their sole use or use with their siblings eg: scooter/helmet for playtime, bead making kit for down time inside, construction equipment

12. Have an allocated device for the whole of Level 3 (or they may decide to bring their own device from home to use at school)

Parents/Caregivers please note:

1. If your child is unwell please keep them at home
2. If your child is unwell at school they will be sent home
3. If your child or anyone in your family shows any of the COVID-19 symptoms, keep your child at home and notify the school immediately:-  
Phone - (04) 478 7037 (from Wednesday onwards - the office is closed at Alert Level 4)  
Email - [annette@bellevue-newlands.school.nz](mailto:annette@bellevue-newlands.school.nz)

If you have any further queries or questions, please feel free to contact us too.

We look forward to catching up with you on Wednesday morning between 8:45 and 9:00am when you line up in the car park outside the gate that is near the Reading Recovery room. Please do not enter the school grounds at any time during Level 3.

Ngā mihi nui

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